

NEW HIRE CHECKLIST WEEK #4 – LONG-TERM PLANS

CAREER PATH	STAFF NAME
<input type="checkbox"/> Discuss Job Description	
<input type="checkbox"/> Outline skills expectations	
<input type="checkbox"/> Discuss career path – opportunities and timeframe	
<input type="checkbox"/> Discuss eligibility requirements for promotion	
<input type="checkbox"/> Set short-term goals for 6-month initial employment period review	
<input type="checkbox"/> Establish reporting expectation (status report, verbal update, online log, etc.)	
<input type="checkbox"/> Discuss continuing education policy	
<input type="checkbox"/> Set training plan (technical, leadership, business skills, computer, etc.)	
FEEDBACK ON ORIENTATION PROGRAM	
<input type="checkbox"/> Review four-week diary	
<input type="checkbox"/> Discuss recommendations for improvements to the Orientation Plan	
<input type="checkbox"/> Meet with “buddy” to evaluate new employee’s progress	
ADMINISTRATIVE	
<input type="checkbox"/> Memberships to Professional Organizations	
<input type="checkbox"/> Review of paid time off (vacation, sick leave, holiday, Floating holiday)	
<input type="checkbox"/> Laboratory credit card, expense reports, etc.	
<input type="checkbox"/> Business cards	
MEET WITH MANAGER	